



**CITY OF COLUMBUS**  
**TRANSPORTATION DIVISION**  
**Address Request for New Construction**  
**WORKSHEET**

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**PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE**

<b>DATE:</b>		
<b>JOB NAME:</b>		
<b>ENGINEERING OR ARCHITECT FIRM:</b>		
<b>OWNER OR DEVELOPER:</b>		
<b>CONTACT PERSON:</b> And firm Association		
	<b>E-Mail -</b>	
<b>PHONE:</b>		<b>FAX #:</b>
<b>CC: ADDTL ROUTING:</b> name phone and fax		
<b>JOB TYPE OF STRUCTURE:</b> (STORE, APT., ETC.):		
<b># OF UNITS IN STRUCTURE:</b>		
<b>STREET (S) THAT ALIGN PROPERTY</b>		
<b>PARCEL NUMBER</b>		
<b>AUTOCAD 14 or 2000 readable disc or Email LABEL NAME:</b>		

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As of August 1997, all commercial properties (including lot splits) will be checked and mapped through the GIS before a address is issued. This process will ensure proper location as well as check the right-of-way and easement issues that concern this division. The procedure is done on first come first served basis and will require from one to three days to process (up to two weeks for apartments or condominiums).

All applicants for commercial property will need to provide a site location drawing with the building and property measurements. This drawing must show the location of the property with reference to known points; such as street intersections or subdivision corners. It should show the bearings and dimensions of the property, and site distances that locate the building or buildings on the property. (a disc drawing file for use with AutoCad will greatly speed up the procedure). Some multiple use buildings may also require additional drawings showing the building floor plan layout, with all entrances shown.

Our worksheet form may be used in lieu of a letter of transmittal.